

HUB REQUIREMENTS MATRIX

Instructions: Programs preparing a Request for Proposals (RFP) need to include appropriate HUB requirements, instructions and forms. There is more than one set of forms based on the type of reimbursement method (cost reimbursement or fee-for-service). The matrix below will assist Program staff in determining which HUB forms are to be included in the RFP. All of the HUB forms referenced below are available from the TDH-Online Intranet site. Scroll to the “Help Yourself” column and select Common Forms. Under the Grants heading, select HUBForms. From this subdirectory you will be able to identify and copy down the appropriate MS Word files. If you need assistance in determining which forms to download, please contact Al Beavers, HUB Program Coordinator, at 512-458-7394 or by e-mail at: al.beavers@tdh.state.tx.us

	Forms To Send With RFP	Response Required	Program Responsibility To Review Hub Forms Included With Application
Fee-For-Service Contracts	<ol style="list-style-type: none"> Applicant Status Determination (C-ASD) Subcontractor Status Determination (C-SSD) 	No Mandatory Response	<ol style="list-style-type: none"> Forward any completed C-ASD and C-SSD forms to HUB Program Coordinator Forward to HUB Program Coordinator copies of all RFP Face Pages in which applicants indicate they are a HUB (Question 2).
Cost Reimbursement Contracts	<ol style="list-style-type: none"> Instructions (C-IGA) for HUB Subcontracting Plan Determination of Good Faith Effort (C-DGFE) Subcontractor Status Determination (C-SSD) Quarterly Subcontractor Report (C-QSR) 	<ul style="list-style-type: none"> Form C-IGA required for all applicants Based on applicant’s responses on C-IGA, forms C-DGFE and C-SSD may be required 	<ol style="list-style-type: none"> Form C-IGA must be completed. Programs should: <ol style="list-style-type: none"> Confirm that applicant responded correctly according to amounts from applicant’s budget If applicant responded “Yes” to both questions on C-IGA (or should have, based on their budget request), forms C-DGFE and C-SSD must be completed. Programs should: <ul style="list-style-type: none"> Confirm that applicant responded to all questions Confirm Applicant Name, Signature and Title Forward forms to HUB Program Coordinator Forward to HUB Program Coordinator copies of all RFP Face Pages in which applicants indicate they are a HUB (Question 2).
Combination – Fee-For-Service & Cost Reimbursement Contracts	Appropriate HUB forms for each reimbursement method should be included for each program activity.	Fee-For-Service: No Mandatory Response Cost Reimbursement: See above for Cost Reimbursement Contracts	<ol style="list-style-type: none"> See responsibilities above for each reimbursement method. Forward to HUB Program Coordinator copies of all RFP Face Pages in which applicants indicate they are a HUB (Question 2).